

CORRECTIONAL ADMINISTRATOR,
DEPARTMENT OF CORRECTIONS
Final Filing Date: February 16, 2006



PROMOTIONAL

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENTAL FOR:
DEPARTMENT OF CORRECTIONS AND REHABILITATION (including Prison Industry Authority)

WHO SHOULD APPLY COMPETITION LIMITED TO STATE EMPLOYEES
Applicants must have a permanent civil service appointment with the Department of Corrections and Rehabilitation OR must be: 1) a current or former legislative employee meeting the criteria defined in Government Code (GC), Section 18990; OR 2) an exempt employee meeting the criteria defined in GC, Section 18992, as of the final filing date, in order to take this examination. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2.

HOW TO APPLY Submit Examination Application (Std. Form 678)

By mail with: or In person with:
Department of Corrections and Rehabilitation Selection Services Section
P.O. Box 942883
Sacramento, CA 94283-0001
(916) 322-2545
Department of Corrections and Rehabilitation Selection Services Section
1515 "S" Street, Room 522-N
Sacramento, CA 95814
(916) 322-2545

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address as listed above for the Selection Services Section.

NOTE: Only applications with an original signature will be accepted.

APPLICATION DEADLINE/ REQUIREMENTS February 16, 2006 is the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason.

All applicants must meet the education and/or experience requirements for this examination by the written test date.

TEST DATE The Written Qualification Appraisal test date will be May 6, 2006.

SALARY RANGE(S) As of: January 13, 2006
\$7,757 - \$8,553

MINIMUM QUALIFICATIONS Either I

Two years of experience in the California Department of Corrections performing duties in a class comparable in level of responsibility to Facility Captain, Correctional Institution; Correctional Captain; Correctional Business Manager II, Department of Corrections; or Correctional Business Manager I, Department of Corrections. (Equivalent to college graduation may be substituted for one year of the required experience.) or

Three years of experience in the California Department of Corrections performing duties in a class comparable in level of responsibility to Staff Services Manager II; Business Manager II; Correctional Counselor III; or Parole Agent III, Adult Parole. (Equivalent to college graduation may be substituted for one year of the required experience.)

Or II

Experience: Two years of broad administrative or supervisory experience in correctional administration for adults, with responsibility for managing a correctional facility or a major program such as custody and casework in a capacity comparable to Facility Captain, Correctional Institution, or business services in a capacity comparable to Correctional Business Manager II, Department of Corrections. and

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for two years of the required education on the basis of one year of experience for one year of education.)

Special Personal Characteristics: Demonstrated leadership and program planning ability; emotional maturity and stability; sympathetic and objective understanding of persons in custody; satisfactory record as a law-abiding citizen; tact, good personal and social adjustment for correctional work; neat personal appearance; courage; alertness; willingness to work day, evening, or night shifts, weekends, and holidays, and to report for duty at any time emergencies arise.

Special Physical Characteristics: Sound mental and emotional condition; freedom from any physical or mental condition that would interfere with the full performance of the essential functions of the job of a Correctional Administrator, Department of Corrections.

MINIMUM
QUALIFICATIONS
(CONTINUED)

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

EXAMINATION
PLAN

This examination will consist of a Written Qualification Appraisal test weighted 100%. The Written Qualification Appraisal test is structured similar to a Qualification Appraisal Panel (QAP) interview; however, it will be administered in a written test format. **No QAP (oral) interviews will be conducted for this examination.** All candidates will be scheduled on the written test date and given a series of predetermined job-related scenario questions, in which each competitor must respond with short written responses. All accepted candidates will be provided additional information regarding the examination format after applications are accepted.

In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the examination. **CANDIDATES WHO DO NOT APPEAR FOR THE WRITTEN TEST WILL BE DISQUALIFIED.**

Written Qualification Appraisal Test -- Weighted 100.00%

Scope:
Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

- A. Knowledge of:**
- 1. Modern principles and practices in correctional administration and criminology, including the principles and procedures of inmate classification, assignment, and transfer
 - 2. Principles and applications of effective budget preparation and control, personnel management and supervision, public administration, and business management of a large organization in an institution setting
 - 3. Purposes, activities, regulations, and functions of the California Department of Corrections and of the Board of Prison Terms (currently known as the California Department of Corrections and Rehabilitation)
 - 4. Problems involved and methods used in the custody, control, and adjustment of antisocial performance; job requirements for institutional programs of education, library, group activities, institutional warehousing, food service, plant maintenance, and procurement
 - 5. California laws pertaining to prisons and parole
 - 6. Principles and practices of State capital outlay procedures
 - 7. Building construction, specifications, blueprints, and materials
 - 8. Principles of effective supervision
 - 9. Supervisory responsibilities under the Ralph C. Dills Act
 - 10. A manager's role in promoting equal opportunity in hiring, development, and promotion of employees and for maintaining a work environment which is free of discrimination and harassment

- Ability to:**
- 1. Plan, organize, direct, evaluate, and coordinate a large multidisciplinary program apply effective principles of budget preparation and control, personnel management, business management, public administration, and correctional administration
 - 2. Establish and maintain cooperative working relationships with officials and staff members, public agencies, and interested community and professional groups
 - 3. Use and apply effectively the required technical knowledge; analyze situations accurately and take effective action
 - 4. Supervise, train, and motivate staff to achieve maximum effectiveness
 - 5. Analyze data and adopt an effective course of action
 - 6. Communicate both verbally and in writing so instructions can be clearly understood and carried out in emergency situations
 - 7. Plan, organize, direct, and evaluate the work of employees
 - 8. Assess the training needs of employees
 - 9. Develop staff; understand and fulfill supervisory responsibilities under the Ralph C. Dills act
 - 10. Effectively promote equal opportunity in employment and maintain a work environment which is free of discrimination and harassment

ELIGIBLE LIST
INFORMATION

A departmental promotional eligible list will be established to fill vacancies for the Department of Corrections and Rehabilitation. The list(s) will be abolished **24** months after establishment unless the needs of the service and conditions of the list(s) warrant a change in this period.

POSITION
DESCRIPTION AND
LOCATION(S)

A **Correctional Administrator, Department of Corrections**, under general direction, either (1) in a State adult correctional institution plans, organizes and directs a major institution program division or major operational unit; or (2) as a principal assistant to a headquarters administrator, performs technical or supervisory duties of comparable level; and does other related work.

Positions exist throughout the state at various institutions and headquarters within the Department of Corrections and Rehabilitation.

SPECIAL TESTING
ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.

VETERANS POINTS/
CAREER CREDITS

Veteran's Preference Points and career credits are not granted in promotional examinations.

SPECIAL
REQUIREMENTS

Firearm Requirement: Any person prohibited by State or Federal law from possessing, using, having in his/her custody or control any firearm, firearm device, or other weapon or device authorized for use by the California Department of Corrections and Rehabilitation is not eligible to compete for, be appointed to, or continue employment in this classification.

Felony Disqualification: Because any person convicted of a felony is disqualified from being employed as a peace officer under Government Code Section 1029, an applicant with a felony conviction will not be accepted for this examination.

In completing the Examination Application, you may answer "NO" to the question "Have you ever been convicted by any court of a felony?" if:

- (1) The record of such an incident has been sealed in accordance with Penal Code Sections 851.7, 861.8, 1000.5, 1203.45; or
- (2) The record of such an incident has been or can be expunged pursuant to Health and Safety Code Section 11361.5, which pertains to various marijuana offenses; or
- (3) The conviction was under Health and Safety Code Section 11557 or its successor 11366, when that conviction was stipulated or designated to be a lesser included offense of the offenses of possession of marijuana.

However, you must list the conviction if you have received a release (per Penal Code Section 1203.4 or 1203.4a or Welfare and Institutions Code Section 1179 or 1772) or a pardon (per Penal Code Section 4852.16).

Background Investigation: If you are successful in this examination, you may be required to complete a background investigation form disclosing (with the exception of the three items numbered above) information on arrests regardless of conviction, felony and non-felony convictions, and driving violations. Candidates for peace officer positions will be fingerprinted for search of local, State, and national fingerprint files to disclose any criminal record. The hiring agency uses this information to determine your suitability to become a peace officer.

Information collected for a background investigation after the examination is distinct from that required on the Examination Application (Std. Form 678) which is filled out prior to the examination. You will be required to divulge arrest and/or conviction information on the background investigation document that is not required of you when completing the Examination Application.

Age Limitation -- minimum age for appointment: 21 years. (Applicants must state their birth date on the Examination Application.)

Citizenship Requirement: Existing law provides that peace officers be either a U.S. citizen or a permanent resident alien who is eligible for and has applied for citizenship. Permanent resident aliens who have not applied for citizenship will be permitted to take an examination, but cannot be appointed to a peace officer classification until they have applied for citizenship. Denial of an application for citizenship shall result in termination of employment. In addition, failure to attain citizenship within three years after filing an employment application because the applicant has not cooperated in processing the application for citizenship shall result in termination of employment.

Drug Testing Requirement: Applicants for positions in this classification are required to pass a drug screening test. Use of hard drugs (e.g., heroin, cocaine, or hallucinogenic) at any time as an adult constitutes basis for disqualification from peace officer examinations. The drug screening test will be waived for Department of Corrections and Rehabilitations' employees who are currently in a designated "sensitive" class for which drug testing is required under State Personnel Board, Rule 213.

Pre-Employment Medical Examinations: Physical and psychological suitability examinations are conducted prior to appointment. Tests include TB skin test, urinalysis, complete blood count, blood chemistry panel, VDRL, a general physical examination, and other tests if necessary. Any limitation which restricts a person from safely performing the essential functions of the position may constitute basis for removal of the candidate's name from the eligible list.

Training Requirement: Under the provisions of Penal Code Section 832, successful completion of a training course in laws of arrest, search and seizure, and in firearms and chemical agents is a requirement for permanent status in this classification.

High School Equivalence for Peace Officer Classifications: Equivalence to completion of the 12th grade may be demonstrated by: 1) passing the California High School Proficiency Test; 2) passing the General Educational Development (GED) test indicating high school graduation level; or 3) possession of a degree (Associate of Arts or higher) from an accredited college. No other equivalency is accepted for Peace Officer classifications.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Department of Corrections and Rehabilitations' Selection Services Section at (916) 322-2545 five days prior to the written test date if he/she has not received his/her notice.

Applications are available at Department of Corrections and Rehabilitation offices, State Personnel Board offices and local offices of the Employment Development Department.

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

GENERAL INFORMATION (CONTINUED)

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS

Correctional Administrator, DOC.doc/JS
Rev. 1/13/06